

Human Resource Letter No. 12-02
MySCEmployee Enhancements

The SCEIS HR/Payroll Team has announced enhancements for both the Employee Self Service (ESS) and Manager Self Service (MSS) portions of the MySCEmployee portal. The new enhancements will allow users to create Portal Favorites. These Portal Favorites will serve as shortcuts and link to areas the user designates within the portal.

Instructional Mini Guides have been created by SCEIS to provide you with detailed step-by-step instructions for creating and managing your Portal Favorites. You can access the instructional guides by clicking on the links below.

[ESS Navigation with Portal Favorites Mini Guide](#)
[MSS Navigation with Portal Favorites Mini Guide](#)

Should you have any questions, please contact me at 803-737-5671 or cbfloyd@wcc.sc.gov.

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